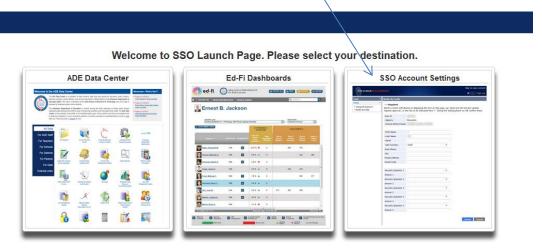
## Cognos Group Manager SSO Guide

Managing Cognos Group Membership for Existing Active Directory Accounts in SSO.

- Visit <a href="www.apscn.org">www.apscn.org</a>, select menu item "Security" then "Security Resources". If desired, access link directly at <a href="https://adedata.arkansas.gov/security/">https://adedata.arkansas.gov/security/</a>.
- On the "Security Resources" page, select "ADE Single Sign On (Sign In)" enter 'Username' and 'Password'.



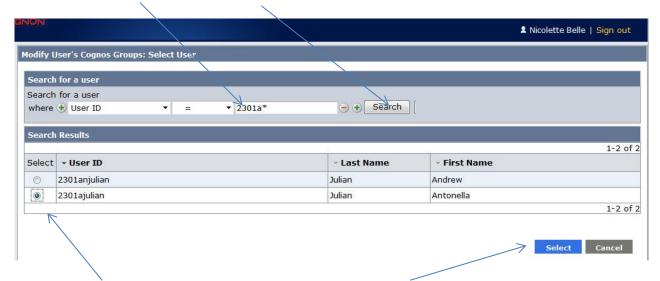
• To access the management menus, select the "SSO Account Settings" icon. *Icons displayed will vary*.



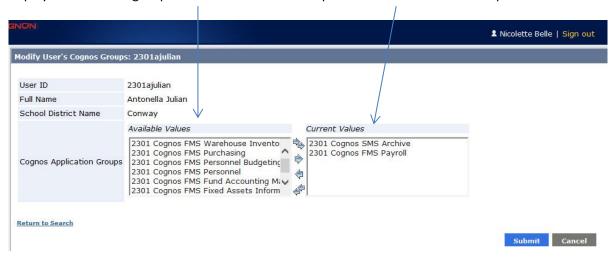
• In the left pane, click "Users" to expand the management section, then click "Manage Users" and then "Modify User's Cognos Groups"



• In the search box, you can enter the wildcard "\*" (without the quotation marks) to get a list of all district users. In this example, we want to modify Cognos group memberships for Antonella Julian so we enter part of the user ID, "2301a\*", and click "Search" to retrieve all accounts that begin with that string.

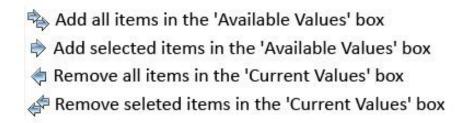


Click the radio button beside the desired user, and click "Select".
Displayed will be the groups available for membership and the current memberships of the user.



(Please note that only FMS groups and the SMS Archive group may be granted membership by the Cognos Group Manager SSO. All other SMS Cognos memberships are made by an eSchool administrator at your location and assigned as a 'resource' for the user within eSchool.)

Use the legend below to modify group memberships for the user.



When the 'Available Values' box and the 'Current Values' box both look as desired, click 'Submit'.